

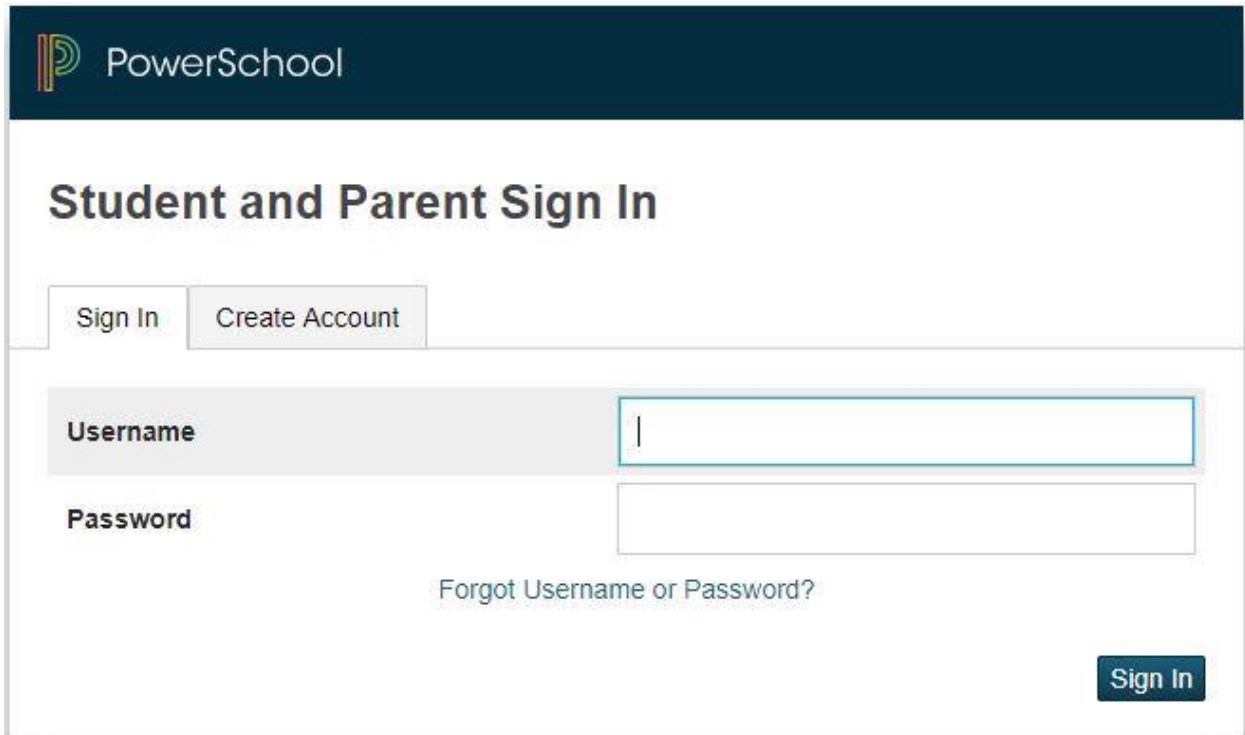
Accessing E-Collect Online Forms

Starting with the 2017-2018 school year, RSD13 will begin using online forms through the PowerSchool Parent Portal under the E-Collect tab.

In order to access the forms, you will need a PowerSchool Parent Account with all your students added to it. If you need assistance with creating a PowerSchool Account, please reference the PowerSchool Parent Portal Account Information Guide under the “For Parents” section on the district website.

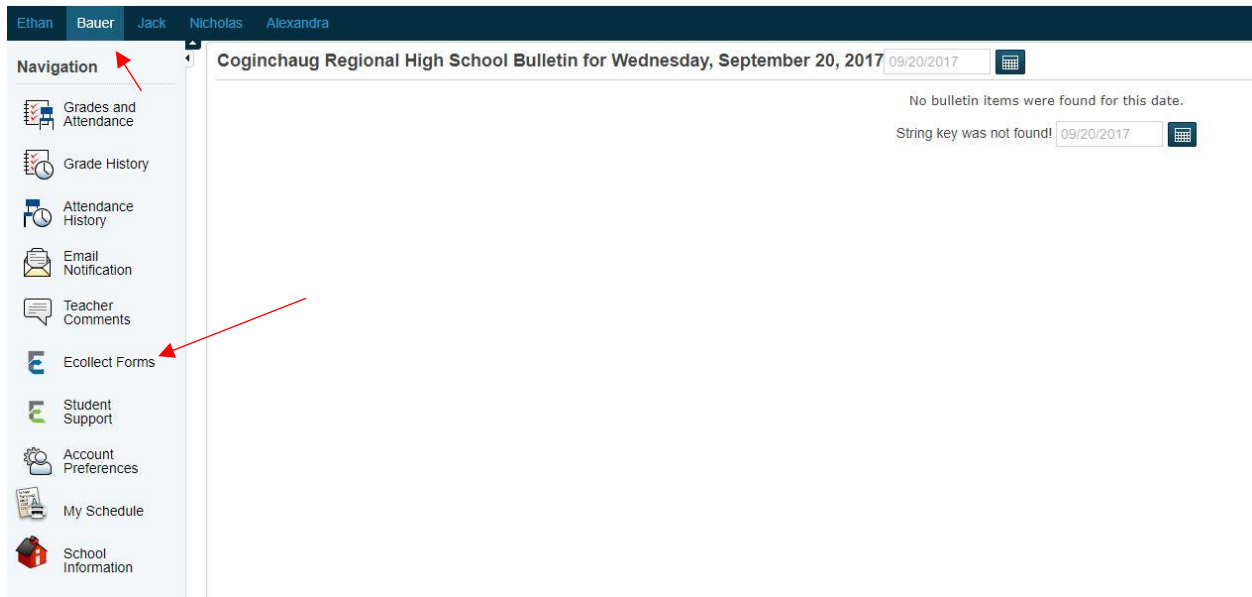
Getting Started

Login to your PowerSchool Parent Portal

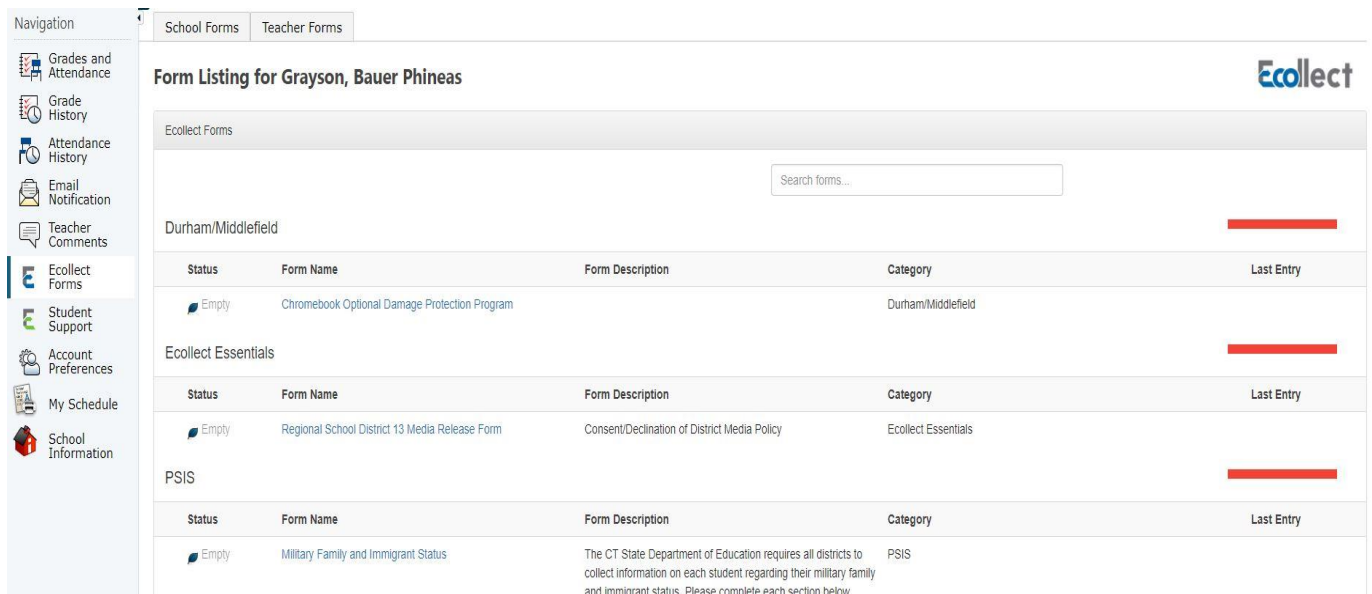


The screenshot shows the PowerSchool Parent Portal login interface. At the top, there is a dark blue header with the PowerSchool logo and the text "PowerSchool". Below the header, the main heading is "Student and Parent Sign In". Underneath the heading, there are two buttons: "Sign In" and "Create Account". The "Sign In" button is highlighted. Below the buttons, there are two input fields: "Username" and "Password". The "Username" field contains a single character, and the "Password" field is empty. Below the input fields, there is a link that says "Forgot Username or Password?". At the bottom right of the form, there is a dark blue "Sign In" button.

Once logged in, select a student from the tab along the top and then click on the E-Collect Forms tab on the left side of the page.



You will then see what forms you have for that student. Please note that you can only look at the set of forms under one student at a time. If you have more than one student in the district, you will have to go to each student tab to view and submit forms for each of them.



Depending on the form, it may not be applicable to all schools. When you are logged in, you will only see forms that are published for the appropriate schools.

Please remember that you need to go to each student tab to view and submit forms. Submitting under one student, does NOT submit for all of your students.

The red bar indicates you have not yet submitted the form. It will turn green once you have completed and submitted it. Some forms are only able to be submitted one time per school year.

If a new E-Collect form is added, you will be notified by your school. Please note that a form may also have a deadline and will then be unpublished on the expiration date from your page, even if it has not been filled out.

Please check your PowerSchool Parent Portal regularly as we are planning many new enhancements throughout the school year.